DATA HUB CHURCH FIELD GUIDE

This guide serves as resource to describe fields in Church records within the Data Hub.

MAIN INFO TAB

Field	Definition
Church Name	Legal name of the church. If "United Church of Christ" is part of the full legal name, you may use the abbreviation "UCC."
Church ID	Denominational identification number for congregation -- generated automatically
Race	Primary race/ethnicity of the majority of individuals within the congregation
Email	Primary email address for church -- do not use an individual's personal email address unless no church email is available
Phone	Primary phone number for church -- do not use an individual's personal phone number unless no church phone number is available
Accessible	Check this box if the church building is accessible to persons with physical disabilities.
*Standing	Current church standing within designated Conference or Association
*Standing Date	Date standing was received -- can be entered as a complete date or year only
*Open and Affirming	This is updated by CARDD based upon confirmation from the UCC Open and Affirming Coalition that a church has completed their ONA certification process.
*Dual / Federated / Union	D = Dual alignment or affiliation with one or more denomination. F = Federated church which is a single congregation composed of two or more autonomous or semi-autonomous bodies, maintaining separate membership lists. A federated church may or may not have separate organizational structures, each body holding membership in a different denomination. U = Union church, defined as an historic agreement in which churches of Reformed and Lutheran background share the same building. Some historically Union congregations have also adopted federated or dual form.
*Affiliations	Other denomination(s) or religious bodies with which the congregation is officially affiliated
*Other Classifications	Yoked is defined as two or more churches served by a single pastor with an inter-church coordinating agency, and may involve churches of more than one denomination, having separate membership and worship services. Multiple Charge is defined as two or more churches served by a single pastor with no inter-church coordinating agency, and may involve churches of more than one denomination. Larger Parish is defined as two or more churches served by a multiple staff, each staff member being called by a specific church (or by a "charge" included within the Parish), with an inter-church coordinating agency, and may involve churches of more than one denomination.
*Active	Inactive means that the congregation still has building and assets under the church's name but no longer holds regular worship services.

MEMBERSHIP TAB

Field	Definition
*Previous Membership	Membership total from the previous year
Confirmations	Number of individuals who were confirmed
Confessions of Faith	Confession of Faith: As an adult (13 and older), formally joining a congregation for the first time.
Transfers In	Number of individuals who transferred into the church from another congregation
Reaffirmations of Faith	Reaffirmation of Faith: As an adult (13 and older), having experienced a Christian community in the past, but drifted away over time, recommitting to live in covenantal relationship with a specific congregation
Transfers Out	Number of individuals who transferred out of the church to another congregation
Total Membership	This field is computed by the Data Hub based on your previous membership, and newly reported additions and removals. The adjustment field can be used to correct the computation if previous years were not reported or were reported incorrectly.
Child Baptisms (12 and younger)	Total number of baptisms for children (12 and younger)
Adult Baptisms (13 and	Total number of baptisms for adults (13 and older)

* This information can only be updated by your Conference or Association office.

ATTENDANCE TAB	
Field	**Definition**
Average Weekly Worship Attendance	Total average attendance at all of your regular weekend worship service(s). Exclude special worship services (i.e., Christmas Eve, Maundy Thursday, etc.). Include persons of all ages.
Total Church Participants	The total number of individuals, of any age, who participated regularly in worship, programs, or other church activities or groups; includes both active members and active non-members
Community Engagement	Estimated number of individuals in the wider community (beyond church participants) who have attended church-sponsored events or have been served/impacted by the church's ministries
Christian Education/Faith Formation Program?	Does your church have an active Christian Education/Faith Formation program? If Yes, check the box.
Active CE/FF Participants (Children)	Total number of active participants for children (17 and younger)

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Average CE/FF Attendance (Children)	Average attendance in any given week for children (17 and younger)
Active CE/FF Participants (Adults)	Total number of active participants for adults (18 and older)
Average CE/FF Attendance (Adults)	Average attendance in any given week for adults (18 and older)
Youth Program?	Do you have an active youth program? If Yes, check the box.
Mission Trips?	Did individuals in your congregation participate in a U.S. or international mission, immersion, or service trip?
FINANCIAL TAB	
Field	**Definition**
Total Income	Total income from all sources (including pledges and offerings). Sources include investments, rentals, bequests, etc. If this figure is not reported, your total reported operating expenses will be reported here.
Pledges and Offerings	Total income from pledges and offerings only
Bequests	Total amount received from bequests
Deferred Gifts	Total amount of gift annuities, trusts, and other deferred gifts received upon income beneficiary's death
Endowments	Total market value of the principal in your endowment as of December 31 (for the year specified above). Endowment refers to funds held with restrictions as to the use of the principal, in contrast to annual operating funds and other reserves.
Other UCC Giving	All UCC-related giving, excluding Basic Support and the four Special Mission Offerings (i.e., One Great Hour of Sharing, Neighbors in Need, Strengthen the Church, and the Christmas Fund.)
Other Support	Financial Support for Non-UCC Agencies and Projects
Capital Payments	Include in this figure all payments on funds borrowed for capital purposes. Do not include the total amount borrowed. Also include amount used for all capital purposes, even if money was not borrowed.
Operating Expenses	Includes all expenses required to operate the church such as all staff salaries and benefits, utilities, insurance, building maintenance, supplies, etc. Figure should not exceed the figure provided for "Total Income."
MINISTERIAL SUPPORT TAB	
Field	**Definition**
Full Time	Is this position a full-time position? If Yes, check the box.
Minister Category	Position refers to the person's general role, not specific position title
Salary	Cash salary (annual rate)
Additional Amount Paid by Church	Additional amount paid by churches with which you may be yoked
Parsonage	If a parsonage is provided, estimate rental value
Rent Allowance	Rental allowance if parsonage is not provided
Utility Allowance	Allowance for utilities
Social Security	Social Security
Annuity	Paid by church toward Pension Fund
Insurance	Insurance (life, disability, medical, dental, etc.)
Other Expenses	Other costs (books, continuing education, etc.)
Business Expenses	Other business related expenses (car, etc.)
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